



Department of Defense  
**INSTRUCTION**

**AD-A270 260**

April 29, 1991  
NUMBER 1430.15



ASD(FM&P)

SUBJECT: North Atlantic Treaty Organization (NATO) Professional Development Program (PDP) for DoD Personnel

Reference: (a) Deputy Secretary of Defense Memorandum, "NATO Professional Development Program for Department of Defense Personnel" May 22, 1990

A. PURPOSE

This Instruction establishes policy, assigns responsibilities and prescribes procedures for the NATO PDP for DoD Personnel required by reference (a) to ensure that appropriate DoD civilian personnel gain knowledge of NATO, experience in NATO activities, and necessary foreign language skills to enable them to compete successfully for senior level NATO positions.

B. APPLICABILITY AND SCOPE

This Instruction applies to:

1. The Office of the Secretary of Defense (OSD); the Military Departments; the Chairman, Joint Chiefs of Staff and Joint Staff; the Unified and Specified Commands; the Inspector General; the Defense Agencies; and the DoD Field Activities.

2. All NATO positions funded by the Department of Defense and to selected positions funded by the Department of State (DoS) for which DoS has given prior concurrence for DoD recruitment and placement. All qualified DoD employees are eligible to participate in this program.

C. POLICY

It is in the best interest of the United States to strengthen the North Atlantic Alliance by improving the ability of United States personnel to successfully compete for positions on the staffs of the international organizations that are part of NATO through the establishment of the NATO PDP for DoD Personnel.

D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (International Security Policy) shall:

- a. Approve overall program policy guidance.
- b. Approve individual development plans (IDP) proposed by U.S. Mission to NATO to guide the utilization and development

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of each program participant during the U.S. Mission to NATO assignment phase of their program.

2. The Director, Washington Headquarters Services shall:

- a. Prepare the NATO DoD PDP announcement.
- b. Recruit for NATO DoD PDP positions.
- c. Coordinate the assignment of DoD PDP employees to NATO with NATO and/or Supreme Headquarters, Allied Powers Europe (SHAPE) Support Group (NSSG).
- d. Maintain the mailing list of all DoD PDP graduates.

3. The Director for Administration, U.S. Mission to the North Atlantic Treaty Organization, shall:

- a. Analyze openings and pretarget NATO posts for inclusion in NATO DoD PDP.
- b. Obtain the prior concurrence of the Department of State for any NATO PDP target positions funded by the DoS.
- c. Initiate civil service recruitment for NATO DoD PDP positions.
- d. Support DoD PDP candidates in the NATO selection process.
- e. Develop IDPs for the NATO assignment phase of the participant's program.
- f. Prepare the final development evaluation for NATO DoD PDP participants.
- g. Coordinate, provide, and fund French language training.
- h. Provide on-site program management and coordination.

4. The Secretary of the Army shall:

- a. Authorize civilian manpower space to the U.S. Mission to NATO to implement and manage the NATO DoD PDP assignment.
- b. Absorb any costs not reimbursed by NATO within the Support to Other Nations-Program of the Operation and Maintenance, Army Account.

E. PROCEDURES

1. The U.S. Mission to NATO shall designate selected NATO policy and technical posts at the A.1 through A.4 grade levels (GS-11 through GS-14 equivalent), which the United States does not now occupy for U.S. competitive recruitment. At the request of the U.S. Mission to NATO, the Director, Washington Headquarters Services shall prepare the NATO PDP announcement and recruit for the positions.

2. Following selection for the NATO position, the individual shall be assigned to an Army manpower space with a duty station at the NATO body under the standard operating procedures used for employees assigned to NATO on a reimbursable basis and shall enter the NATO PDP.

3. Overseas tours for participants in the NATO PDP shall be limited to 3 years. French language training during the tour shall be mandatory for individuals who do not have a working knowledge of the French language (Foreign Service Institute 3/3 level). The overseas tour may include an optional 60 to 90 day assignment with the U.S. Mission to NATO. This will take place after the international NATO assignment has been completed. At the completion of the PDP assignment, employees are guaranteed return rights to their former positions. Employees are also eligible to enroll in the DoD Priority Placement Program six months prior to completion of assignment.

4. The Department of the Army shall absorb non-reimbursable costs within the Support to Other Nations Program of the Operation and Maintenance, Army Appropriation.

5. Names of personnel who successfully complete the NATO PDP shall be retained on a mailing list and shall be advised as future NATO positions become available.

F. EFFECTIVE DATE

This Instruction is effective immediately.

*Christopher Jehn*  
CHRISTOPHER JEHN  
Assistant Secretary of Defense  
(Force Management and Personnel)

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